

Office Memorandum • UNITED STATES GOVERNMENT

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TO : [REDACTED]

DATE: 21 February 1952

FROM : [REDACTED]

SUBJECT: Report for Week 14-21 February 1952

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1. Held a meeting with [REDACTED] regarding the possibility of some assistance from the Orientation and Briefing Division for the program that will be worked out for the [REDACTED] pool. [REDACTED] clearly saw that we were in no position to answer specific requests until we knew just what the needs would be.

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2. Have held preliminary conversations with [REDACTED] of Training, [REDACTED] of the Medical Office, [REDACTED] of Personnel and [REDACTED] of OCI regarding the launching of the weekly program in the near future. [REDACTED] was in a position to answer questions based upon the staff study that was done on the above subject. [REDACTED] is going to meet with the Orientation and Briefing Division within the next week to discuss more specifically the kind of presentation that his office might make. [REDACTED] has already talked to Mr. Meloon about the Personnel contributions to this program and apparently Mr. Meloon has decided that [REDACTED] who is in charge of procurement will be the one to carry the presentation for Personnel. I still agree with Colonel Baird's observation that [REDACTED] should nominally "carry the ball" even though he may turn over parts of the discussion to [REDACTED] or whomsoever he designates for detailed coverage. [REDACTED] about the need of certain presentations being made by OCI to get better support from the operations in SO. He stated that items are coming through too slowly and that particular type orientation courses should be carried on for both SO and OO people. After this first conversation [REDACTED] called back to indicate that [REDACTED] was not "too pleased" that the items which Mr. [REDACTED] discussed with Colonel Baird were not first taken up within OCI with [REDACTED], who is our TLO. Accordingly, I am to call [REDACTED] and plan with him on the presentations which will be made by OCI in our new weekly program.

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3. Special Intelligence Indoctrination Programs:

a. On Friday, 15 February, the Orientation and Briefing Division put on a special Intelligence Indoctrination Program for [REDACTED]'s new class.

b. On Wednesday forenoon, carried the program to [REDACTED] where approximately [REDACTED] people, including faculty members, took the course.

c. On Wednesday afternoon, put on a VIP briefing of more than two hours' duration for [REDACTED].

25 YEAR RE-REVIEW

4. On Friday afternoon, 15 February 1952, was called to the Director's office at his personal request. General Smith asked that I speak at the Pentagon Building to a group of national labor leaders, since he had a bad cold and felt unable to make the presentation. The Pentagon presentation followed a buffet supper. 25X1

5. Have already made informal contact with [] of F.B.I. regarding F.B.I. participation in the Agency Orientation Course to be conducted during the second week of April. [] indicated that the Bureau would be very happy to participate. 25X1

6. We have already begun to sound out the various offices throughout the Agency on their anticipated attendance requirements for the next Agency Orientation Course. This is an outgrowth of the subject which was discussed at the last TLO meeting. By approaching it in this manner we hope that we can have a pleasant arrangement with all offices so that they will not be compelled to turn people down at the last moment because of lack of space. 25X1

7. During the past week the following were in attendance at the Intelligence Indoctrination programs:

[]

8. It is interesting to note that practically every week we have some individual assigned to the Orientation and Briefing Division by the Personnel Office to follow the Agency Orientation Program on the Soundscriber machine. When this is done, we have the person sign a certification that they followed the course in this manner, indicating the method by which they took the course.

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Chief, Orientation and Briefing Division